

**BLOSSOM SEED
CBP MODULE
USER MANUAL

VERSION 1.0**

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1.0 CBP

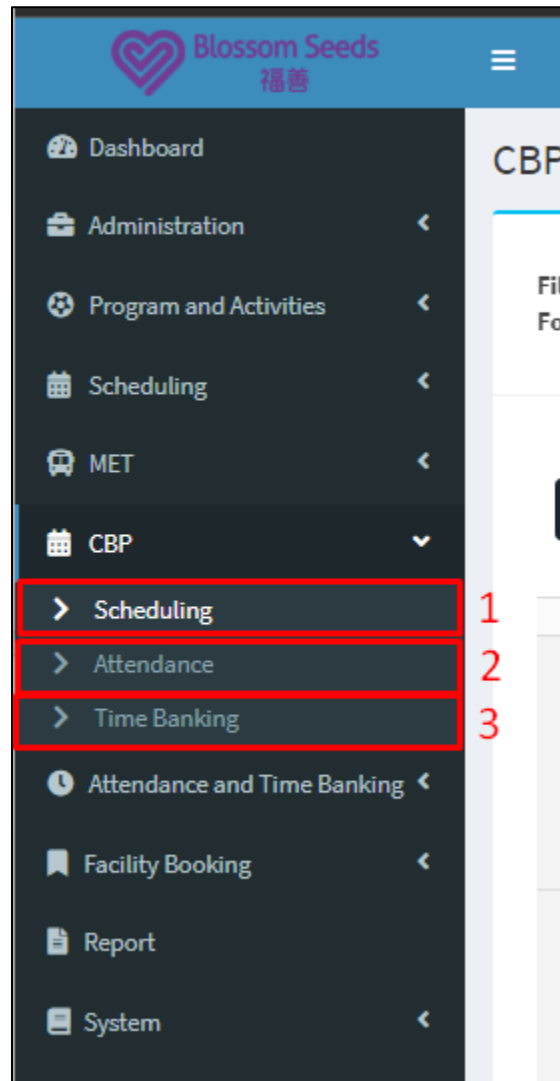


Figure 1 CBP Module Navigation Bar

No.	Function
1	Redirect to CBP Scheduling .
2	Redirect to CBP Attendance .
3	Redirect To CBP Time Banking .

Notes:

- CBP Scheduling** – For Create, Edit, Delete, View and Cancel schedules/appointment for CBP.
- CBP Attendance** – For volunteer to take attendance for each CBP appointments.
- CBP Time Banking** – For CBP Admin to on each volunteer and client participated event and volunteering total hours.

2.0 CBP Scheduling

2.1 CBP Scheduling

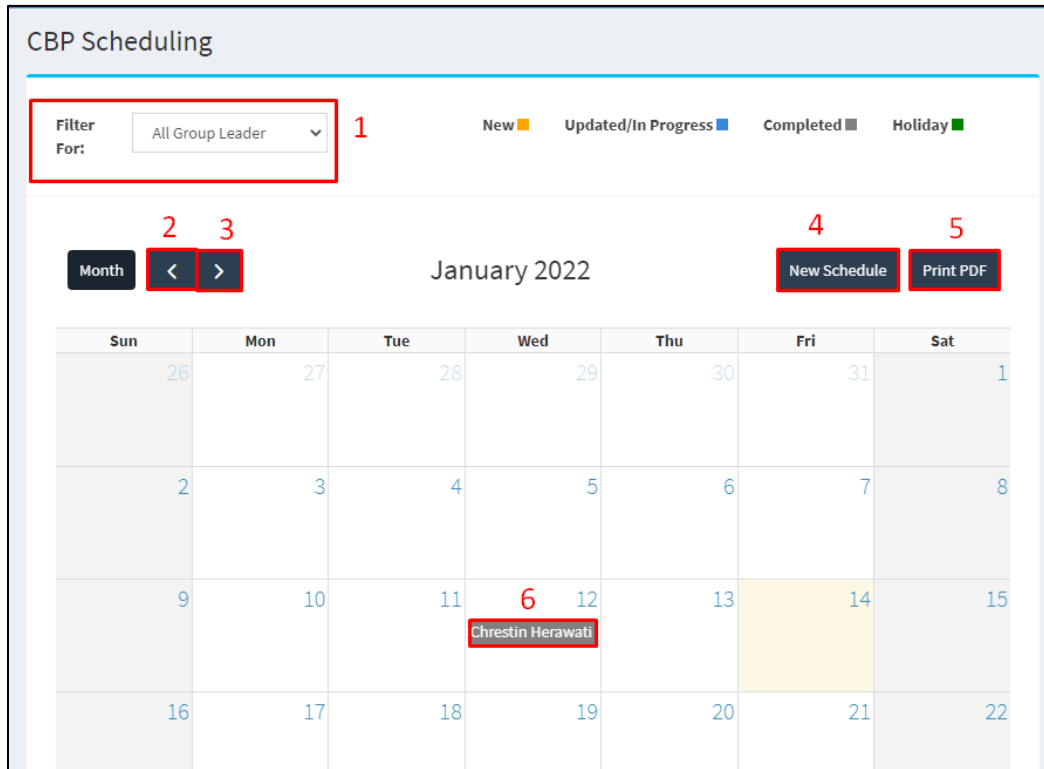


Figure 2 CBP Scheduling Main Interface

No.	Function
1	Filter schedules by group leader.
2	Previous month schedule.
3	Forward month schedule.
4	Click [New Schedule] to create new CBP schedule. (Refer 2.2 CBP Scheduling (Create New Schedule))
5	Click [Print PDF] to print current schedule
6	Click certain schedule to display more details.

2.2 CBP Scheduling (Create New CBP Schedule)

Figure 3 CBP Scheduling Main Interface

Figure 4 Add New CBP Schedule Interface

No.	Function
1	Click to open add new CBP Schedule form.
2	Select group leader.
3	Select CBP schedule date.
4	Fill in remarks(optional).
5	Click [Close] to close the form.
6	Click [Submit] to submit the data and create the schedule
Field indicates with * is required.	

2.3 CBP Scheduling (View CBP Schedule)

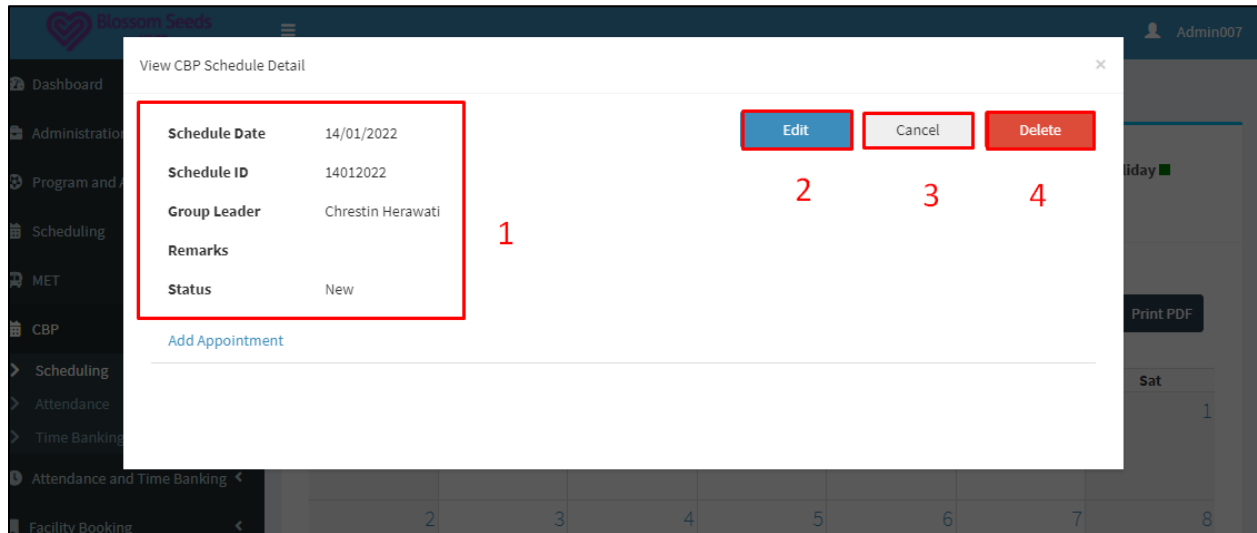


Figure 5 CBP Schedule Details Interface

No.	Function
1	Display Schedule details.
2	Click [Edit] button to edit schedule details.
3	Click [Cancel] button to cancel current CBP Schedule.
4	Click [Delete] button to delete current CBP Schedule.

NOTES

CBP Schedule Status:

- **New** – New created CBP schedule.
- **Updated** – CBP schedule that was edited.
- **In Progress** – CBP appointments in CBP schedule is in progress.
- **Completed** – All CBP appointment status in CBP schedule is completed.

2.4 CBP Scheduling (Edit CBP Schedule)

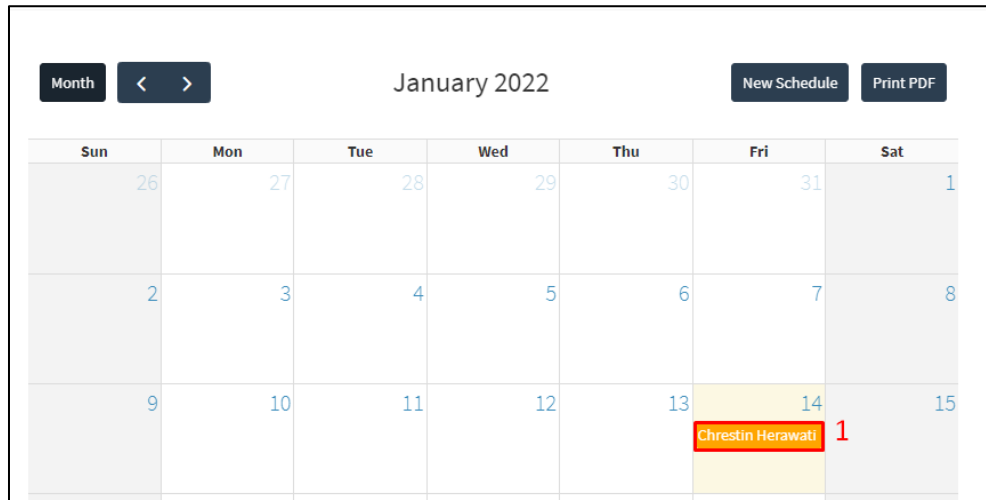


Figure 6 CBP Schedule Main Interface

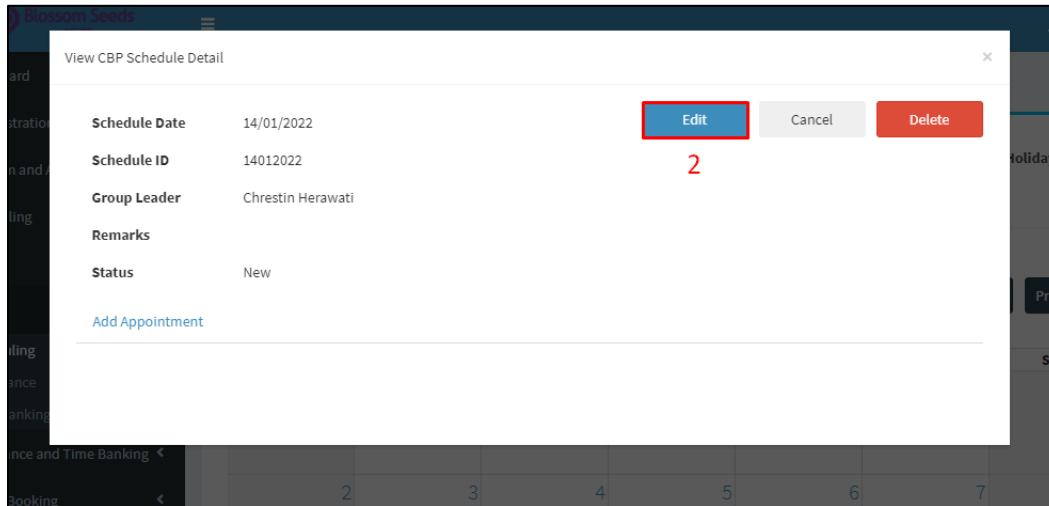


Figure 7 CBP Schedule Details Interface

No.	Function
1	Click to open CBP Schedule detail.
2	Click [Edit] button to open CBP Schedule edit form.

3

4

5

Figure 8 Edit CBP Schedule Details Interface

No.	Function
3	Edit data for remarks only for CBP schedule.
4	Click [Cancel] button to cancel edit and close the form.
5	Click [Save] button to save edited data.

2.5 CBP Scheduling (Cancel CBP Schedule)

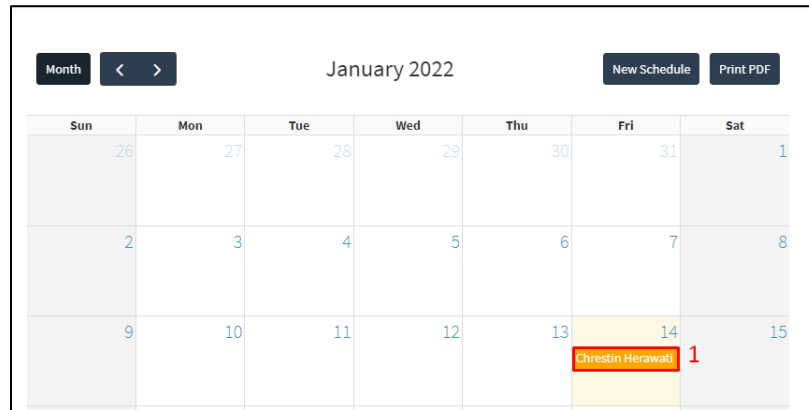


Figure 9 CBP Schedule Main Interface

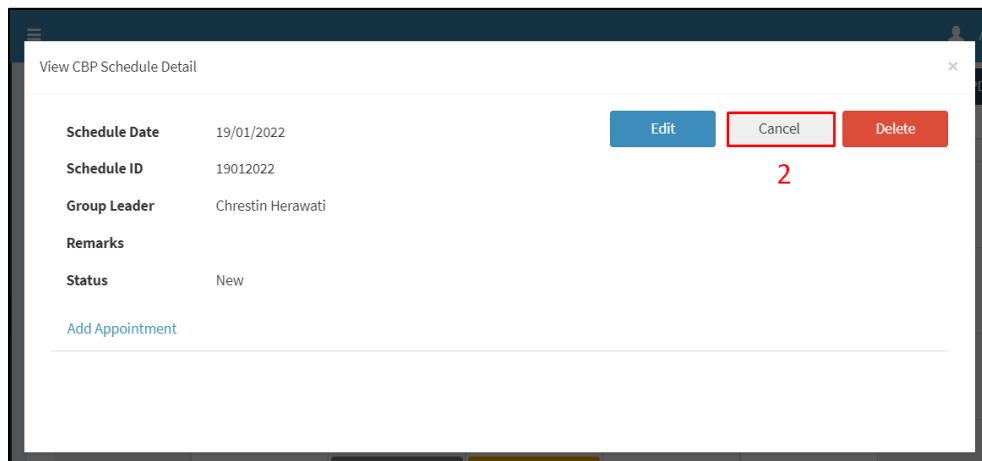


Figure 10 CBP Schedule Details Interface

No.	Function
1	Click to open CBP Schedule detail.
2	Click [Cancel] button to cancel CBP Schedule.

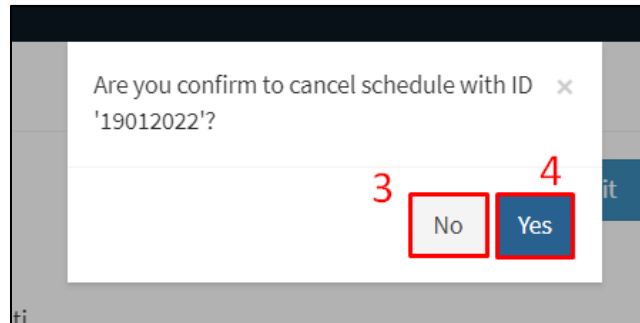


Figure 11 CBP Schedule cancel confirmation dialog

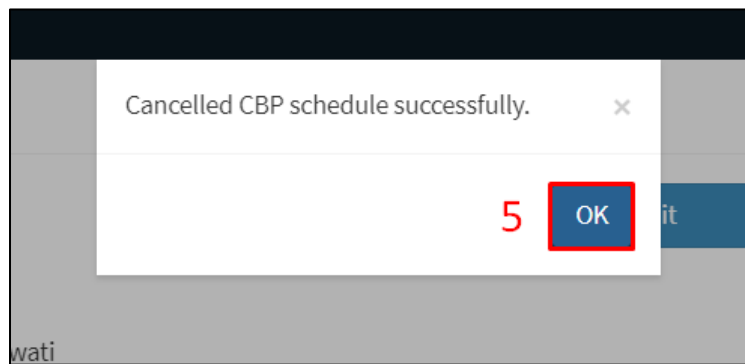


Figure 12 Dialog after CBP Schedule is cancelled.

No.	Function
3	Click [No] button to close dialog box.
4	Click [Yes] button to confirm cancel current CBP schedule.
5	Click [OK] button to close the dialog box.

	9	10	11	12	
	16	17	18	6	19
		Chrestin Herawati	Chrestin Herawati		

Figure 13 CBP Schedule Main Interface

View CBP Schedule Detail

Schedule Date 19/01/2022

Schedule ID 19012022

Group Leader Chrestin Herawati

Remarks

Status Cancelled 6

Figure 14 CBP Schedule Details Interface

No.	Function
6	Showing CBP schedule that are cancelled.

2.6 CBP Scheduling (Delete CBP Schedule)

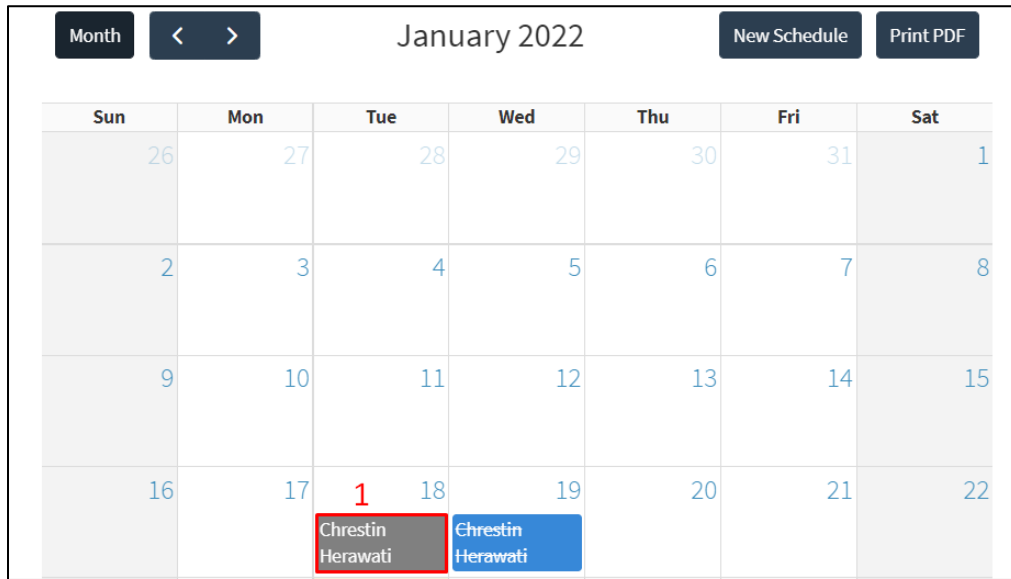


Figure 15 CBP Schedule Main Interface

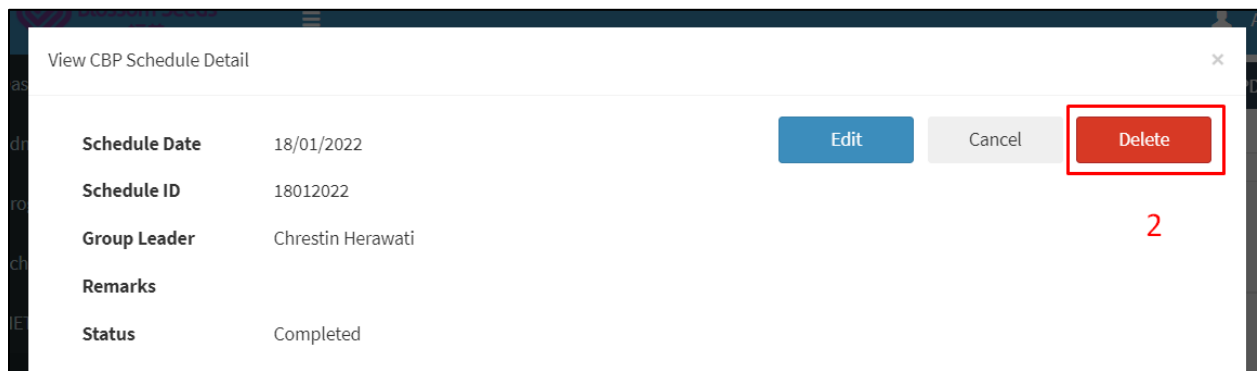


Figure 16 CBP Schedule Details Interface

No.	Function
1	Click to open CBP Schedule detail.
2	Click [Delete] button to delete CBP Schedule.

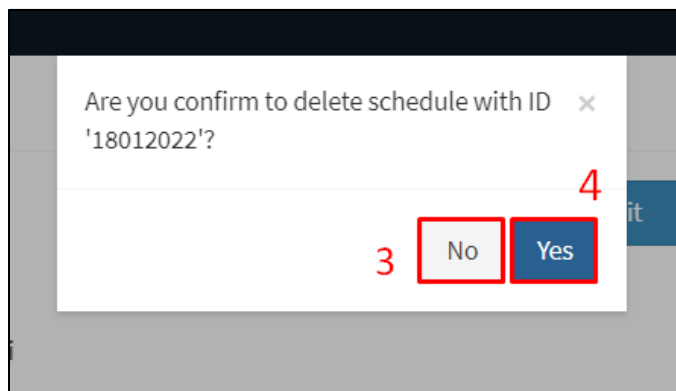


Figure 17 CBP Schedule Delete confirmation dialog

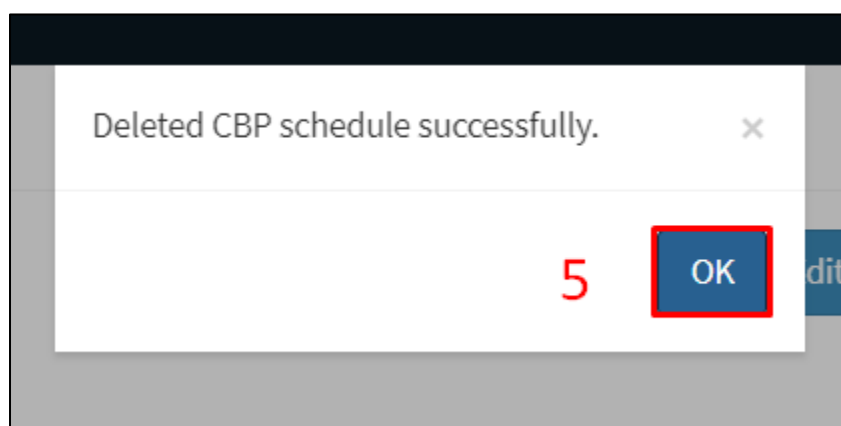


Figure 18 CBP Schedule Deleted information dialog

No.	Function
3	Click [No] button to close dialog box.
4	Click [Yes] button to confirm delete current CBP schedule.
5	Click [OK] button to close the dialog box.

2.7 CBP Scheduling (Add CBP Appointment)

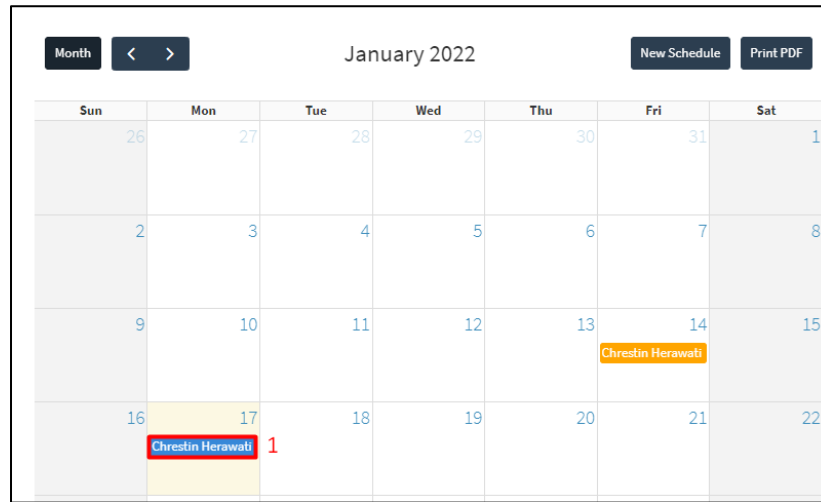


Figure 19 CBP Schedule Main Interface

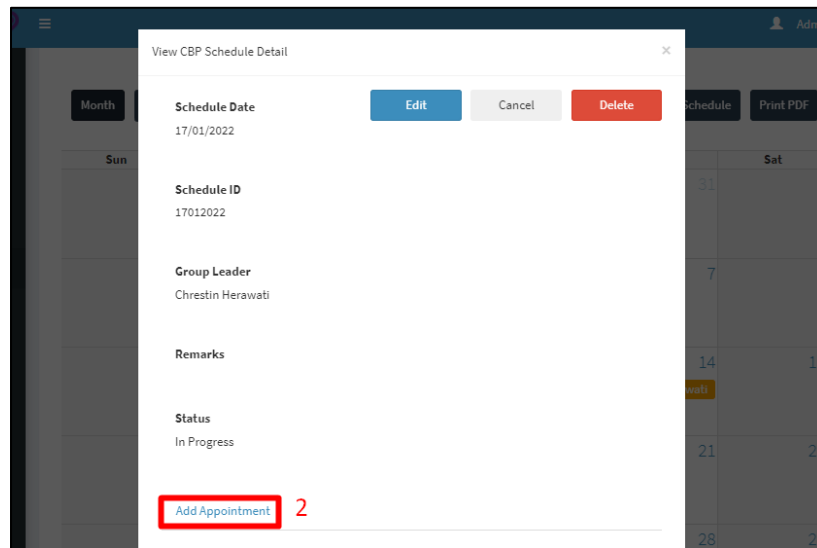


Figure 20 CBP Schedule View Details Interface

No.	Function
1	Click to open CBP Schedule detail.
2	Click [Add Appointment] button to open CBP appointment form to create appointment.

Figure 21 Add New CBP Appointment form

No.	Function
3	Fill in the required details needed to create a new CBP appointment.
4	Click [Close] button to close the form.
5	Click [Submit] button to save edited data.
Field indicates with * is required.	

Figure 22 CBP Schedule Added Successfully dialog

2.8 CBP Scheduling (Edit Appointment)

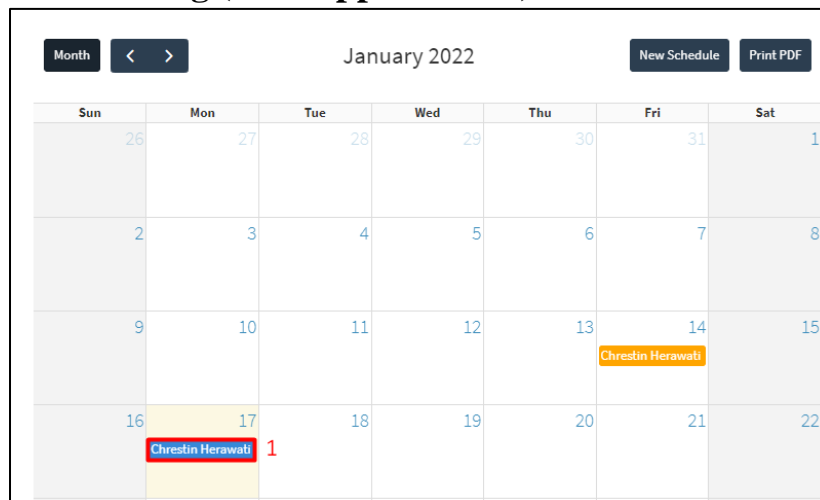


Figure 23 CBP Schedule Main Interface

Schedule Date	17/01/2022	Edit	Cancel	Delete
Schedule ID	17012022			
Group Leader	Chrestin Herawati			
Remarks				
Status	In Progress			
	Daryati Add Appointment			
Appointment ID	170120221126	Edit	Cancel	Delete
Time	11:26 AM - 12:26 PM			
Kaki 1	CHEAH KIA CHEN			
Kaki 2				
Kaki 3				
Kaki 4				
Kaki 5				
Remarks				
Status	New			
Required for check out	Yes			

Figure 24 CBP Schedule Details Interface

No.	Function
1	Click to open CBP Schedule detail.
2	Select related CBP appointment.
3	Click [Edit] button to edit CBP appointment data.

Edit CBP Appointment Detail

Client * Daryati | 333 Kreta Ayer Road

Start Time * 11:26 AM

End Time * 12:26 PM

Kaki 1 * kiachen | CHEAH KIA CHEN

Kaki 2 * ---Select CBP Volunteer---

Kaki 3 * ---Select CBP Volunteer---

Kaki 4 * ---Select CBP Volunteer---

Kaki 5 * ---Select CBP Volunteer---

Remarks

Require For Check Out ☒ Yes ☐ No

4

5 Close

6 Save

Figure 25 Edit CBP Appointment Details form

No.	Function
3	Fill in the required details needed to edit CBP appointment.
4	Click [Close] button to close the form.
5	Click [Save] button to save edited data.
Field indicates with * is required.	

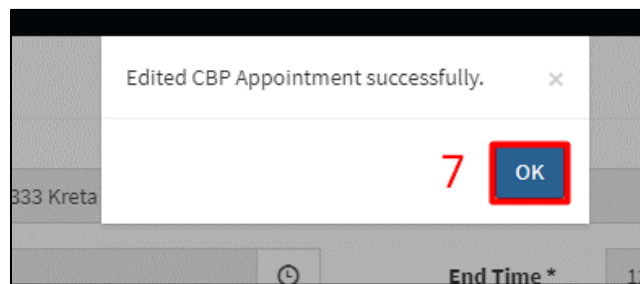


Figure 26 Edit CBP Appointment Success information dialog

No.	Function
7	Click on [OK] button to close the dialog

2.9 CBP Scheduling (Cancel Appointment)

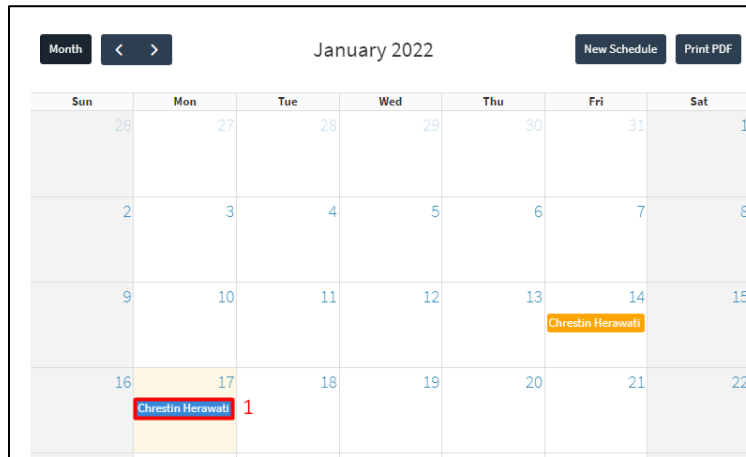


Figure 27 CBP Schedule Main Interface

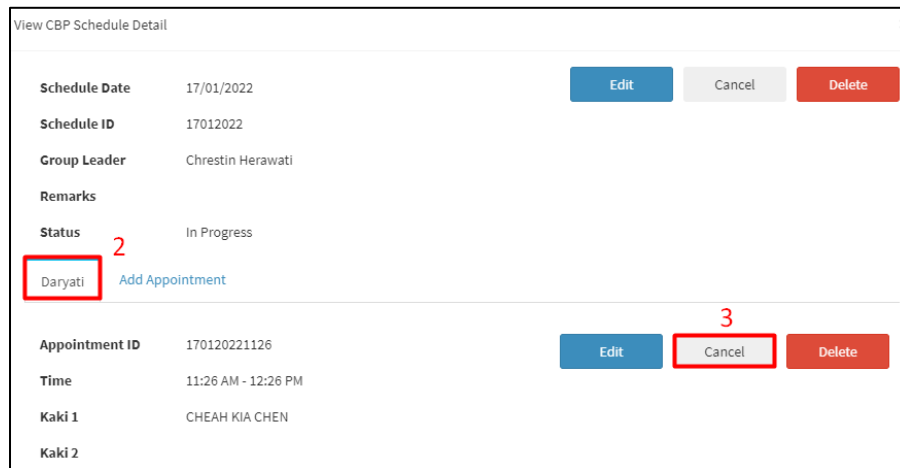


Figure 28 CBP Schedule Details Interface

No.	Function
1	Click to open CBP Schedule detail.
2	Select related CBP appointment.
3	Click [Cancel] button to cancel CBP appointment.

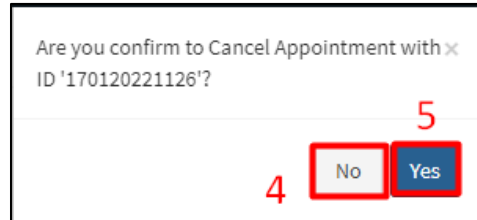


Figure 29 Cancel CBP Appointment confirmation dialog

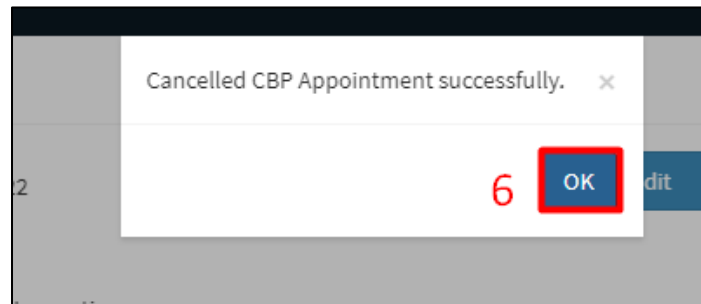


Figure 30 Cancelled CBP Appointment success dialog

No.	Function
4	Click on [No] button to close the dialog.
5	Click on [Yes] button to confirm cancel current selected CBP appointment.
6	Click on [OK] button to close the dialog.

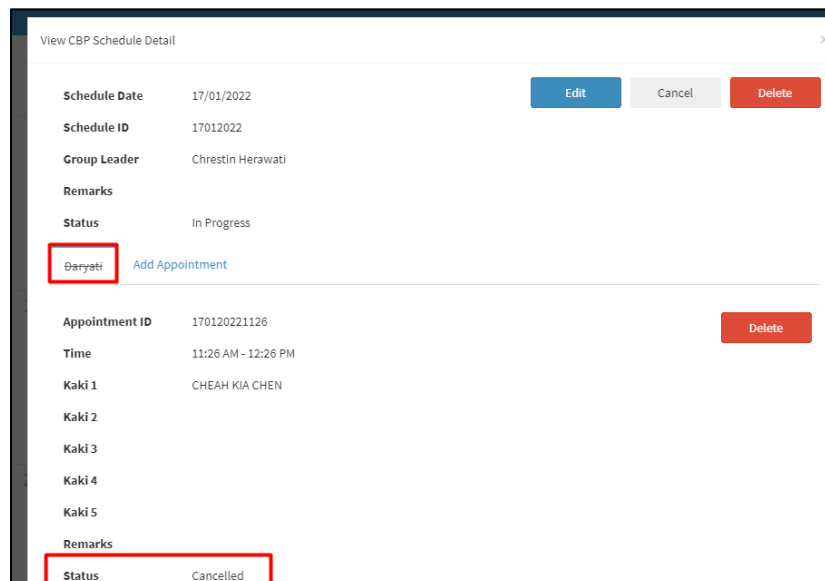


Figure 31 CBP Schedule and CBP Appointment Details Interface

-After selected CBP appointment being deleted, the selected CBP appointment status will display “Cancelled”.

2.10 CBP Scheduling (Delete Appointment)

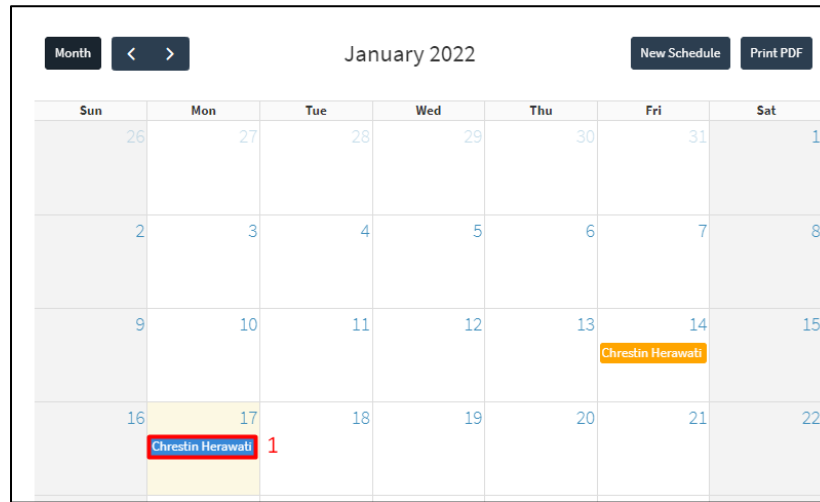


Figure 32 CBP Schedule Main Interface

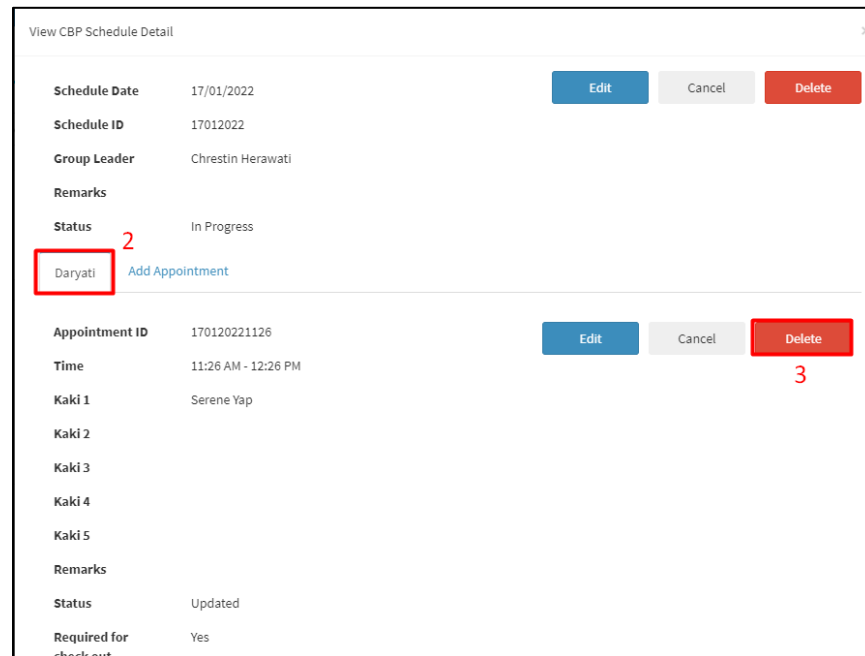


Figure 33 CBP Schedule View Details

No.	Function
1	Click to open CBP Schedule detail.
2	Select related CBP appointment.
3	Click [Delete] button to delete selected CBP appointment.

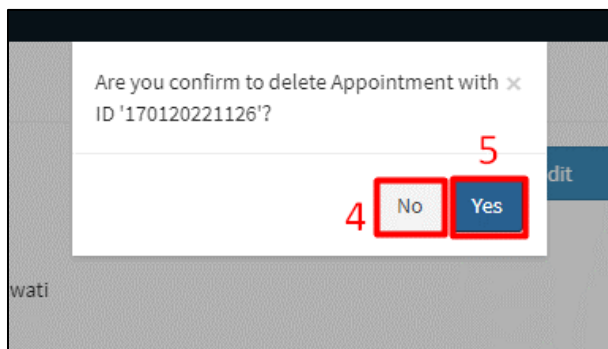


Figure 34 CBP Delete Appointment confirmation dialog

No.	Function
4	Click on [No] button to close the dialog.
5	Click on [Yes] button to confirm delete current selected CBP appointment.

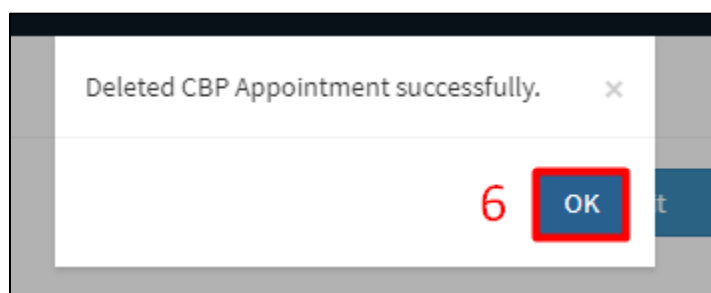


Figure 35 CBP Appointment delete success dialog

No.	Function
6	Click on [OK] button to close the dialog.

3.0 CBP Attendance

Figure 36 CBP Attendance Main Interface

No.	Function
1	Click on menu icon to open side panel.
2	Fill in client name to search certain appointment.
3	Display CBP appointment details
4	Display system time.

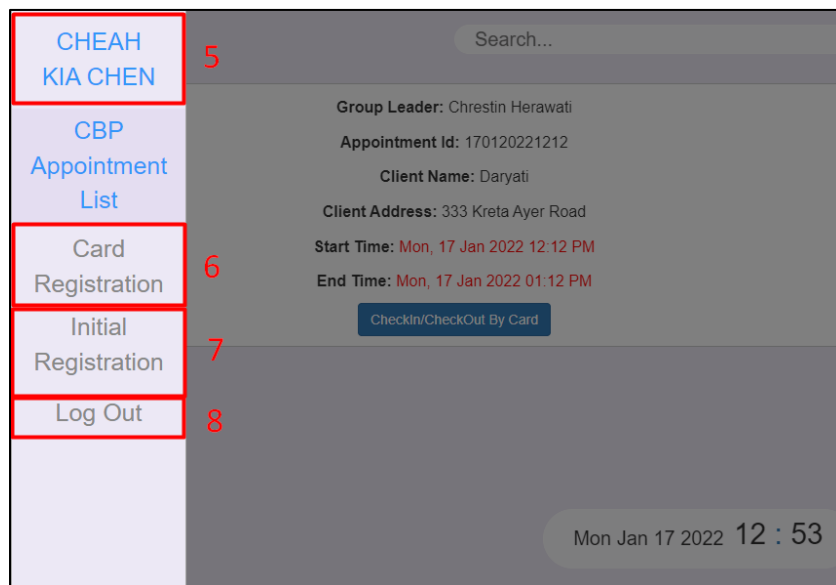


Figure 37 CBP Attendance Side Panel

No.	Function
5	Display logged in username.
6	Click on [Card Registration] to open card registration interface.
7	Click on [Initial Registration] to redirect to CBP Initial Registration interface.
8	Log out from CBP Attendance.

3.1 CBP Attendance (Log In)

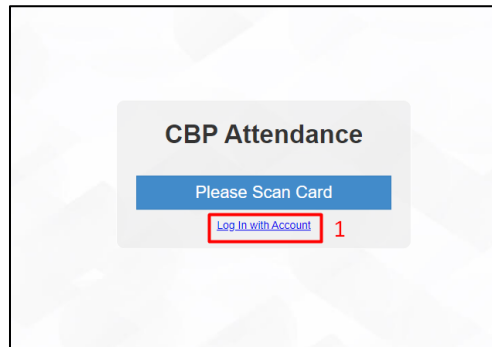


Figure 38 CBP Attendance Log in Interface (Log in via Card)

- Log in via Registered card.

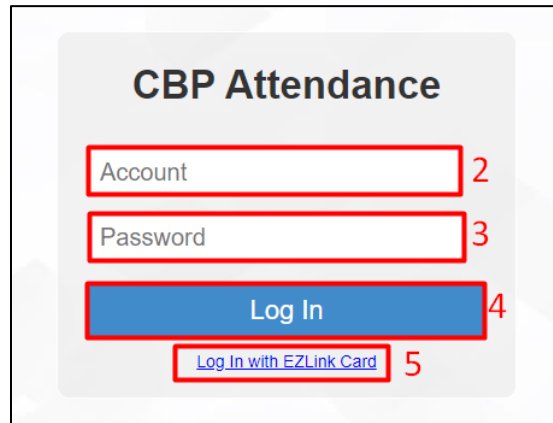


Figure 39 CBP Attendance Log in Interface (Log in via Id and password)

- Log in via System user id and password.

No.	Function
1	Click on [Log in with Account] to change to manual log in by username and password method.
2	Fill in system username.
3	Fill in password
4	Click on [Log In] button to log in.
5	Click on [Log in with EZLink Card] to change back to log in via card.

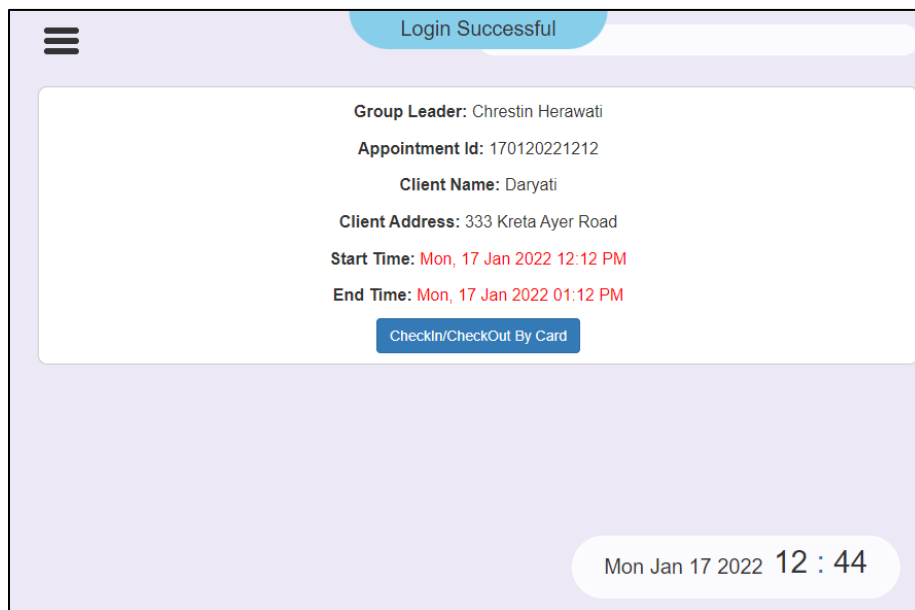


Figure 40 Pop up message after log in successful

3.2 CBP Attendance (Log out)

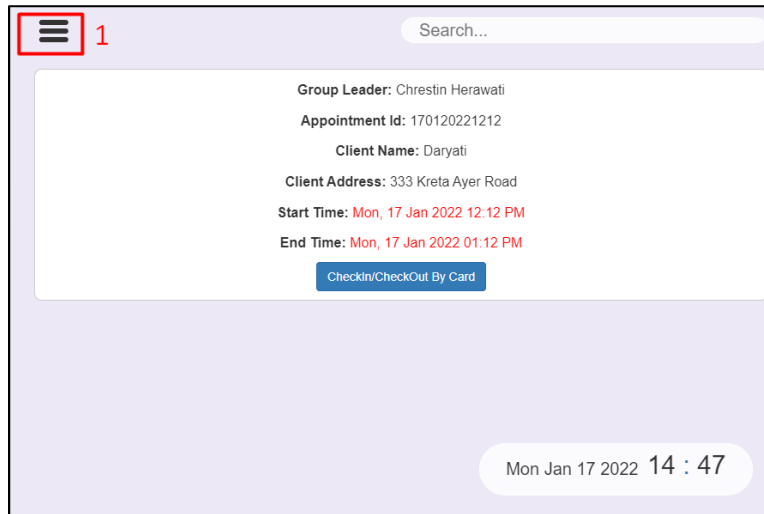


Figure 41 CBP Attendance Main Interface

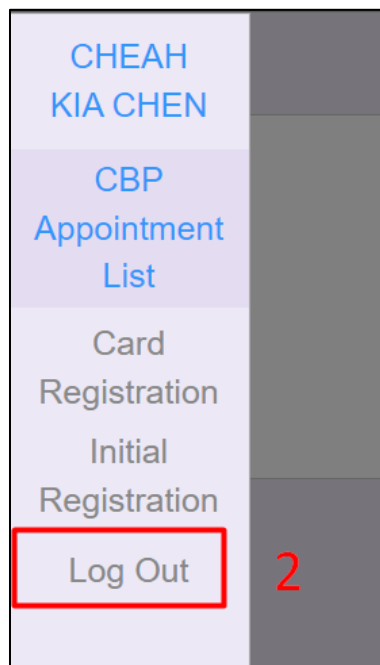


Figure 42 CBP Attendance Side Panel

No.	Function
1	Click on menu icon to open side panel.
2	Click [Log Out] to log out from the system.

3.3 CBP Attendance (Check in/out manually)

Figure 43 CBP Attendance Main Interface

Figure 44 CBP Attendance Details Interface

No.	Function
1	Click on the related CBP appointment to view more details.
2	Display fewer details on the appointment.
3	Displays check in/out status for kakis and client.
4	Click on [Confirm] button to check in for the first click and check out for the second click.

Notes:

- At least one **kaki** must “Check In” before a **client** can check in.

Client: Daryati

StartTime: Tue, 18 Jan 2022 10:00 AM

EndTime: Tue, 18 Jan 2022 11:00 AM

Status: In Progress

Kakis	Check In Status	Check Out Status	Check In/Out
CHEAH KIA CHEN	✓	✗	Confirm

Client	Check In Status	Check Out Status	Check In/Out
Daryati	✓	✗	Confirm

Leave us your FeedBack here!

Figure 45 CBP Attendance Details Interface

- Appointment Status will change to **“In Progress”** when client successfully check in and the check in status for client changed to green tick.

Client: Daryati

StartTime: Tue, 18 Jan 2022 10:00 AM

EndTime: Tue, 18 Jan 2022 11:00 AM

Status: Finished

Kakis	Check In Status	Check Out Status	Check In/Out
CHEAH KIA CHEN	✓	✗	Confirm

Client	Check In Status	Check Out Status	Check In/Out
Daryati	✓	✓	Confirm

Figure 46 CBP Attendance Details Interface

- When **client** successfully manage to check in and out for the related appointment, the appointment status will change to **“Finished”** means the kakis and client will be free to attend to any new appointment.

3.4 CBP Attendance (Check in/out via EzLink Card)

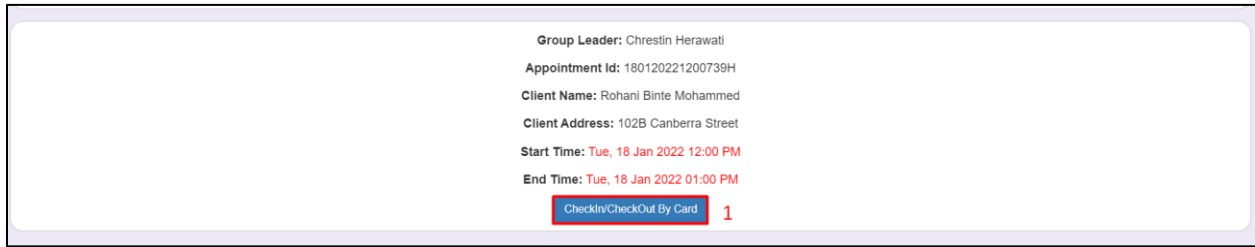


Figure 47 CBP Attendance Main Interface

- Select related appointment to check in/out using card.

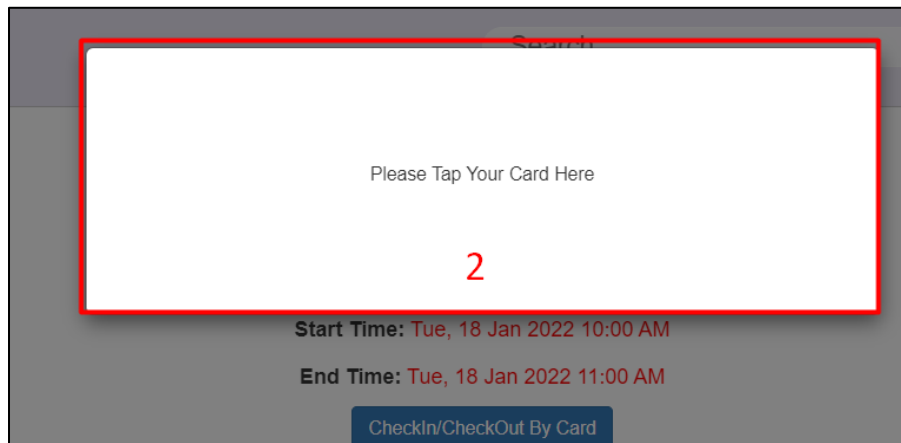


Figure 48 Tap Card Interface for taking attendance

No.	Function
1	Click on [Check In/CheckOut By Card] button to scan card for taking attendances.
2	Tap Card at this interface for the selected appointment to check in/out.

3.5 CBP Attendance (Feedback Form)

Search...

Group Leader: Chrestin Herawati
Appointment Id: 180120221000
Client Name: Daryati
Client Address: 333 Kreta Ayer Road
Start Time: Tue, 18 Jan 2022 10:00 AM
End Time: Tue, 18 Jan 2022 11:00 AM
 CheckIn/CheckOut By Card

Group Leader: Chrestin Herawati
Appointment Id: 180120221200739H
Client Name: Rohani Binte Mohammed
Client Address: 102B Canberra Street
Start Time: Tue, 18 Jan 2022 12:00 PM

Tue Jan 18 2022 11 : 57

Figure 49 CBP Attendance Main Interface

EndTime: Tue, 18 Jan 2022 11:00 AM
Status: Finished

Kakis	Check In Status	Check Out Status	Check In/Out
CHEAH KIA CHEN	✓	✓	Confirm

Client	Check In Status	Check Out Status	Check In/Out
Daryati	✓	✓	Confirm

Leave us your FeedBack here! 2

Figure 50 CBP Attendance Details Interface

No.	Function
1	Click on related appointment to open selected appointment.
2	Click on [Leave us your FeedBack here!] button to open feedback form.

Figure 51 CBP Appointment Feedback Form (Upper part)

Figure 52 CBP Appointment Feedback Form (Bottom part)

No.	Function
3	Fill in the related information for current CBP appointment as feedback data.
4	Click on [Submit] button to submit feedback form.

Fields indicates with * is required.

Client: Daryati

StartTime: Tue, 18 Jan 2022 10:00 AM

EndTime: Tue, 18 Jan 2022 11:00 AM

Status: Finished

Kakis	Check In Status	Check Out Status	Check In/Out
CHEAH KIA CHEN	✓	✓	<button>Confirm</button>

Client	Check In Status	Check Out Status	Check In/Out
Daryati	✓	✓	<button>Confirm</button>

Feedback have been submitted

Figure 53 CBP Appointment Details Interface

- When feedback is submitted the bottom part at CBP appointment will appear “Feedback have been submitted”.

4.0 CBP Time Banking

The screenshot shows the 'CBP Time Banking' main interface. It includes a header with 'All', 'Volunteer', and 'Client' tabs. Below the tabs are 'Start Date' and 'End Date' input fields, a 'Search' button, and 'Export Excel' and 'Export PDF' buttons. A table displays three entries with columns for S/N, Name, Role, Total Event, Volunteering Time, and Participation Time. A search bar is located on the right side of the table. The interface also includes pagination controls at the bottom right.

Figure 54 CBP Time Banking Main Interface

No.	Function
1	Redirect to CBP Time Banking for Volunteer only
2	Redirect to CBP Time Banking for Client only
3	Filter for Start date and End Date for attended CBP appointments.
4	Click on [Search] button to search for the filtered CBP appointments
5	Click on [Export Excel] to export searched data into excel file.
6	Click on [Export PDF] to export searched data into pdf file.
7	Display searched result.
8	Redirect to related volunteer/client appointment's participation or volunteering details.
9	Inner filter on the searched result.